

FISCAL MANAGEMENT NEWS\$

[A Newsletter Published by the Fiscal Management Division of OMB]

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The following deadlines should be used when submitting old biennium business during the month of July:

/ The last day all manually coded documents will be accepted is **July 22 at 4:00 p.m.**

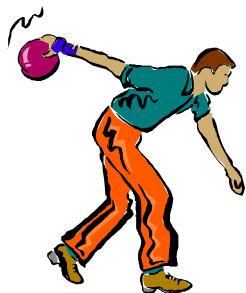
/ The deadline for all on-line abstracts is **July 23 at 4:00 p.m.** This means the hard copy of the abstract must be in our office at that time. This is also the last day you will be able to key JV's, IDB's and deposits for the 1997 biennium.

From July 26 - 30, SAMIS will not run so we can close out the old biennium. **This means we will not process any new biennium business during this time,** so please plan accordingly. During this time you will be able to key your abstracts and send them to us, but they will not be released to SAMIS. We will resume normal daily processing on August 2, 1999.

For the month of June we will run two sets of accounting reports. All departments will receive a set of reports on July 1 and the second set on July 29. The first set of reports **will not** include the **June paid July payroll**, or any apply backs. This information will be included on the second set of reports printed on July 29. You will also receive the Itemized Transaction Report of all apply backs (MB5512) on July 29. We will run Labor Distribution reports separately on or before July 14.

If you have any questions or comments concerning the newsletter, please call 701-328-4904

CHANGES IN FISCAL MANAGEMENT



Retirements

Bob Meidinger and Will Hoesel will be retiring on June 30, 1999. We want to wish them both the best of luck. Fifty-two years of experience will be walking out the door that day, as Will has been with the state for 29 years, and Bob for 23 years.

We are very fortunate to have two excellent replacements for their positions. Sheryl Fines will assume payroll for Will; and Eileen Holwegner will head up the Comprehensive Annual Financial Report, replacing Bob.



New Full-time Employee

Effective June 1, 1999 Brian Bartz was hired as a full-time Computer and Network Specialist in the Fiscal Management Division of OMB.

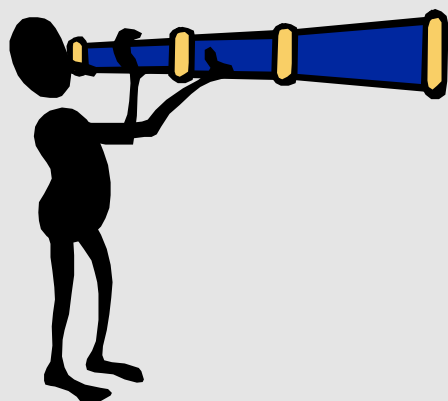
Brian has worked for Fiscal Management as a part-time temporary employee since March 1998 while he completed a computer support specialist degree at BSC. He also has an accounting degree and is a CPA. Brian is responsible for keeping Fiscal Management's PC's, printers, and fax machines running; ordering and setting up replacement PC's; Y2K planning for our PC's, network and other machines. He also assists the Facility Management Division of OMB with PC support.

Congratulations!!

ORACLE AND SIBR INSTALLATION FILES

Oracle and SIBR installation files are now available through our web page. They can be found at the web site <http://www.state.nd.us/fiscal/>.

Go to the SIBR Download option. On the installation page you will find the instructions for downloading and installing the software. Adobe Acrobat Reader is needed to view and print the instructions. If you have any questions or comments contact Karen at 328-2148.



EMPLOYER CONTRIBUTIONS PAID BY THE STATE

Take a look at your Pay Check/Direct Deposit
Advice Stub

Effective May 1, 1999 Employer contributions that are paid by the state are listed under the section "Paid by the State" and include FICA, retirement, health, medicare, employee assistance, basic life, and other employer contributions.

TRAVEL EXPENSES PAID ACH

Effective immediately, state employees may opt to have their travel expenses paid ACH (direct deposit). All you need to do is sign the authorization form provided by your payroll clerk.

The rules are:

1. In order to receive travel expenses ACH, you must be paid via ACH for payroll. You cannot be paid by check for payroll and ACH for travel expenses. However, you can be paid ACH for payroll and by check for travel expenses.
2. Travel reimbursement must go to the same financial institution and account as your payroll check.
3. Travel expenses can be processed throughout the month and they will be paid immediately except for those items required to be paid through the payroll system, such as moving expenses, reportable/taxable meals, etc. Those particular items will still be paid on the next payroll cycle.

Legislative Appropriations Report

Following each legislative session, the Fiscal Management staff publishes a summary document entitled "Legislative Appropriations." This publication is at the printers and will be distributed to all state agencies during the week of June 28.

The publication has been reformatted to make it an "easy read." It is not "number" intensive; rather, it focuses on policy decisions made in the Governor's recommendations and amendments made by the Legislature. Let us know if you like, or don't like the new format by calling Sheila Peterson at 328-4905, or dropping her a note.

Thank you.

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